

Senior Research Manager

\$71,772 - \$89,712, (WMS Band 3) annually plus a comprehensive benefits package

Agency Information

The Department of Corrections is seeking a highly motivated individual to lead the agency's Research team. This position is located in the Planning & Research Program at Headquarters in Tumwater, Washington and is in the Washington Management Service.

This recruitment will remain open until filled, however INITIAL SCREENING OF APPLICATION MATERIALS will be February 5, 2010.

IN ADDITION, in order to be considered for this position, please E-MAIL your RESUME and LETTER OF INTEREST, stating how you meet the required and desired qualifications, directly to DOCHQRecruiters@doc.wa.gov. Interested applicants are encouraged to submit materials as soon as possible.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

AGENCY PROFILE

As a partner in the criminal justice system, DOC enhances public safety, administers criminal sanctions and programs in accordance with the law and provides leadership for the future of corrections in Washington State.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Administrative Services Division and Medical Services Department. The Department employs over 9,100 staff and has a biennial budget of approximately \$1.8 billion. For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Agency Mission: To Improve Public Safety.

Duties

POSITION PROFILE

This position reports to the Planning and Research Administrator within the Administrative Services Division. This position leads the Research Review Committee for the Department of Corrections. This position will lead the planning and implementation of policies, practices, and programs that reflect the most current information on research literature or from operational studies and program evaluations. This position will coordinate and assist in conducting research projects and data requests, as well as conduct research, program evaluations, and operational studies. This position will be responsible for preparing required articles and reports based upon research studies and data analysis.

PRINCIPAL RESPONSIBILITIES

- > Determines basic research programs for the department by conferring with management and operating officials.
- > Defines scope, goals, objectives, methods and plans of complex research studies of substantial impact to the department.
- > Provides consultation and guidance to program managers and administrators, both at headquarters and regional levels, to identify needs and provide information so that the data is best understood and used for policy decisions.
- > Manages through completed studies involving the work of professional staff and coordination with external research entities including elaborate multi-stage sampling and the merging of databases. The research reports from these studies have substantial statewide impacts.
- > Establishes and directs the development of study designs, controlling timelines. Also manages these projects to ensure that they provide project deliverables (typically reports, fact sheets, data bases, and presentations) on time.
- > Reviews deadlines, directs the solution to unanticipated problems in the field or in the analyses, and approves drafts of findings and recommendations at the conclusion of studies.
- > Provides ongoing technical assistance to research sponsors in order to design new plans to meet their often changing needs and policy requirements.

- > Consults, as often as necessary, with staff in different programs and divisions in monitoring efforts aimed at improving the effectiveness and efficiency of programs serving DOC.
- > Often consults individually with program managers in the interpretation of statistical reports and their policy implications.
- > Formally reviews research reports from DOC, writes and reviews legislative bills and prepares fiscal notes.

Qualifications

REQUIRED QUALIFICATIONS

- > Ability to perform sophisticated program evaluation research methods: design, sampling and statistical analyses.
- > Ability to review and provide innovative solutions to problems in research design and statistical analyses.
- > Ability to abstract and evaluate research findings and program recommendations to DOC managers.
- > Strong writing skills - ability to write, edit and review professional reports and publications.
- > Ability to translate complicated research and data analysis in a way that program managers can understand the policy implications on needs, service access, outcomes and costs (i.e. service effectiveness and cost-effectiveness).
- > Ability to design visual displays, flow charts, presentations and graphs to aid communication with public groups, legislative committees and legislative staff.
- > Proficient Basic Microsoft Word, Excel and Access.
- > Ability to manage and supervise staff.

DESIRED QUALIFICATIONS

- > A Ph. D. in one of the physical, biological, social, behavioral or health-related sciences OR a Master's Degree or higher with major studies in physical, biological, social, behavioral or health-related sciences or related discipline from an accredited college or university whose accreditation is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA).
- > Four + years experience in experimental or analytical research in a public agency, public or private research corporation, non-profit research corporation or a university research center.
- > High degree of knowledge on the Statistical Analysis System software (SAS).
- > Knowledge of experimental research methods and designs.
- > Thorough knowledge of statistical theory, techniques, tests of hypothesis.
- > Experience in the following areas:
 - Critical and applied quantitative and qualitative statistical analysis;
 - Writing clear, concise and analytical summaries;
 - Advising elected or high level appointed officials.

Special Notes

Please consider the following when deciding whether to apply for this opportunity:

- > Position requires respect of co-workers and maintenance of a relatively quiet and professional office environment.
- > Position may require extended work hours to meet the needs of the Agency.
- > Position may require travel.
- > All Department of Corrections' employees are fingerprinted for a criminal history background check.
- > All DOC facilities are smoke and/or tobacco free.

APPLICATION PROCESS

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

In addition, please E-MAIL your RESUME and LETTER OF INTEREST, stating how you meet the required and desired qualifications, directly to DOCHRRrecruiters.wa.gov.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitssummary.asp>.

CORE COMPETENCIES FOR ALL EMPLOYEES

The Core Competencies for all Department of Corrections' employees are: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please E-mail janet.chapman@doc.wa.gov.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020514* and click on Start Search.
5. Click on the link Senior Research Manager, Tumwater, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.